



Respiratory Health Network



**Smoke Free WA Health  
System Working Party**

**Terms of Reference**

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Terms of Reference

**1. Name**

The group shall be known as the Smoke Free WA Health System Working Party with lead responsibility from the Respiratory Health Network (herein after called “the Working Party”).

**2. Goal**

The principal goal of the Working Party is to develop the smoke free WA health policy and implementation guidelines for use by all areas in the health system to implement the policy. The policy will come into effect on the 1 January 2008.

Environmental tobacco is an occupational health and safety issue. Since 2002, the National Occupational Health & Safety Commission “recommends that exposure to environmental tobacco smoke should be excluded in all Australian workplaces. This exclusion should be implemented as soon as possible. The recommendation takes account of:

- The Air Quality Guidelines for Europe of the World Health Organisation which concludes that there is no evidence for a safe exposure level of environmental smoke...
- The conclusions of the National Health & Medical Research Council that exposure to environmental tobacco causes lung cancer in adults, causes lower respiratory tract illness in children...
- The position adopted in the National Tobacco Strategy endorsed by the Ministerial Council on Drug Strategy as well as the National Response to Passive Smoking that the establishment of smoke free environments should be the norm.”

Research demonstrates that a workplace ban on smoking reduces the prevalence and average daily consumption amongst smokers and reduces the exposure of non smokers to environmental tobacco smoke. It is also effective in increasing participation in smoking cessation programs.

**Process**

This outcome will be achieved through the Working Party undertaking key tasks in collaboration with key health staff. The Working Party is responsible for the development of the policy and implementation guidelines. Department of Health managers and staff are responsible for the implementation of the policy at all sites in the WA health system. The process is supported by the Director General of Health and the Minister for Health.

### **3. Accountability**

The Working Group is accountable to the Executive Director Health Policy and Clinical Reform, Department of Health WA.

### **4. Responsibilities**

#### **4.1 Service**

The Respiratory Health Network will deliver the following:

- A health wide smoke free WA policy
- A communication strategy for all employees of the health system

#### **Implementation guidelines including:**

- Resource material and guidelines to support staff, visitors and patients
- Legal advice, by laws and regulations for the implementation of smoke free policy
- Procurement guidelines and signage for facilities
- Special issues – smoke free mental health facilities, security & safety issues, managing non compliance and people who do not want to stop smoking
- Monitoring and evaluation of implementation including audit and reporting requirements
- Support health sites to meet the deadline for implementation of the smoke free policy

#### **4.2 Reporting**

Monthly report and as appropriate to the Executive Director, Health Policy and Clinical Reform Division, Department of Health WA, the Director General of Health and Minister for Health on the activities and progress of the group.

### **5. Chair**

The chair will be the Clinical Lead of the Respiratory Clinical Network.

### **6. Membership**

The membership of the Group will be determined by the Director General in consultation with the Executive Director, Health Policy & Clinical Reform Division and the Chair of the Working Group.

Associate Professor Stephen Stick, Clinical Lead and Dr Peter Kendall, Deputy Lead of the Respiratory Health Network have responsibility for the Smoke Free WA Health System Working Party.

The Working Party membership includes invited key people from the WA Health system experienced in tobacco control, with knowledge of the issues of planning and

implementation of smoke free policy within the health system and from lead disciplines and Human Resources management.

The Working Party may nominate persons to temporary membership of the Group as required.

## **7. Operating Procedures**

### **7.1 Meetings**

Meeting frequency is at the discretion of the Group, but initially monthly.

### **7.2 Quorum**

50% of the members constitutes a quorum.

### **7.3 Agenda**

Standing agenda items include:

- a) Minutes of last meeting
- b) Apologies
- c) Review of action items
- d) General business
- e) Date and location of next meeting

## **8. Guiding Principles**

The Working Party will adhere to the following:

- Members of the Working Party that are present as organisation representatives will represent the views of the organisation and not personal views.
- Feedback and/ or review of documentation responses is to be provided within requested timeframes.
- A declaration of conflict of interest is required where a member has competing professional or personal interests. In this instance, the member will on advice of the Chair either refrain from voting/ participating in consensus decision making or retire from the room at that point.
- The Chair will inform the members when an issue on the agenda or presented for discussion is sensitive and of a confidential nature. This matter will then remain confidential to the Group.
- It is each member's responsibility to canvas views of and provide feedback to its constituency as appropriate and as directed by the Group.
- Resolution of dissenting issues shall be achieved by a vote of members present and the Chair shall have the casting vote.
- The Working Party, through or at the direction of the Chair, is able to co-opt/ seek expert advice on a need basis.

## 9. Records

The Secretariat shall issue agendas and supporting material at least seven days in advance and prepare minutes from each meeting.

The secretariat shall keep separate files of at least the following:

1. Agendas, minutes and papers circulated with them;
2. Correspondence, papers tabled at meetings and papers circulated other than with agendas.

These files are the property of the Department of Health Western Australia and must be preserved in accordance with the *Library Board Act* and the *Freedom of Information Act 1992*. The *Health Services (Quality Improvement) Act 1994* may also apply to the documents.

## 10. Adoption and Amendment of Terms of Reference

These Terms of Reference shall be reviewed bi-annually by the Working Party and any changes shall be approved as described above. Membership of the Working Party will be reviewed annually in concert with the Terms of Reference.

Subsequent revision dates:

No.	Date	Nature of change(s)
1	12/01/07	Working Draft
2	12/3/07	Revised Draft
3		Final Draft



Delivering a **Healthy WA**



**Government of Western Australia**  
**Department of Health**